**EXCEL 2007/2010/2013/2016 INTRODUCTION - SYLLABUS**

or  [http://www.gcflearnfree.org/excel2010](http://www.gcflearnfree.org/excel2010)  
or  [http://www.gcflearnfree.org/excel2013](http://www.gcflearnfree.org/excel2013)  
or  [http://www.gcflearnfree.org/excel2016](http://www.gcflearnfree.org/excel2016)

Instructor…Phil Weinberg  
Co-Instructor … Sandy Schubel

**Session 1** (Introduction, Excel 2013 Lesson 4, 5, & 6)  
- Introduction of Class members, Windows, Microsoft Office, and Spreadsheetsing  
- Review menu options and Excel Environment (Excel Lesson 4) – **Video Only**  
- How to open an existing worksheet and a new one (Excel Lesson 5) - **Video Only**  
- Saving and sharing a workbook  (Excel 2013 Lesson 6) - **Video Only**

**Session 2** (Excel 2013 Lessons 5, 6, 7)  
- Cell Basics (Excel 2013 Lesson 7)  
- Entering and deleting text (Excel 2000 Lesson 2.1)

**Session 3** (Excel 2000 Lesson 2.1 and Excel 2013 Lesson 8)  
- Excel 2000 Lesson 2.1 – (if not completed in previous session)  
- Manipulating columns and rows and entering More Data (Excel 2013 Lesson 8)

**Session 4** (Excel 2013 Lessons 13, and Excel 2000 Lesson 2, Part 2)  
- Constructing simple formulas (Excel 2013 Lesson 13) - **Video only**  
- Constructing simple formulas (Excel 2000 Lesson 2, Part 2)

**Session 5** (Excel 2013 Lessons 14 and 16)  
- How to construct complex formulas (Excel 2013 Lesson 14)  
- Working with basic calculation functions (Excel 2013 Lesson 16)

**Session 6** (Excel 2013 Lesson 15 and Excel 2000 Lesson 4)  
- Relative and Absolute Cell References (Excel 2013 Lesson 15) - **Video only**  
- Relative and Absolute Cell References (Excel 2000 Lesson 4)

**Session 7** (Excel 2013 Lessons 9 and 17)  
- Class exercise  
- Formatting text and numbers (Excel 2013 Lesson 9)  
- Freezing Panes and View Options (Excel 2013 Lesson 17)

**Session 8** (Excel 2013 Lesson 22)  
- How to Use the Chart Functions

**Session 9** (Excel 2013 Lessons 11 and 12)  
- Page Layout (Excel 2013 Lesson 11)  
- Printing Workbooks (Excel 2013 Lesson 12)  
- Distribute Grade Book Problem

**Session 10** (Excel 2013 Lessons 18, 19, and 20)  
- Sorting and filtering data

**Session 11** (Excel 2013 Lesson 10)  
- Worksheet Basics (Excel 2013 Lesson 10)  
- Review Grade Book Problem

**Session 12** (Excel Lesson 21)  
- Other functions (if time allows)